

FAX COVER SHEET

TO: Kendry

FROM: Tyrone Fletcher

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Number of pages including cover sheet: 2

Tyrone Fletcher

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Career Objective

To obtain a full-time position where I can contribute my various skills and experience to the success of a growing company.

Experience and Skills

Textiles/Assembly

- Skilled in operating a variety of industrial sewing machines, including a serger and bar tack.
- Demonstrated excellent hand-eye coordination, ensuring quality control throughout production.
- Completed basic alterations, including hems, zippers and buttons as well as creating various clothing items from scratch.
- Accurately measured dimensions of all materials to eliminate waste.
- Knowledgeable in the use of needles, threads, measuring tools and seam rippers.
- Utilized a variety of different fabrics, such as cotton, wool, leather and vinyl.
- Trained new employees on various job duties.
- Demonstrated ability to work independently as well as part of a team.

Janitor

- Maintained various types of flooring using sweeping, mopping, waxing, stripping and buffing techniques.
- Responsible for cleaning all areas in restrooms, including sinks, showers, toilets and tubs.
- Kept mirrors and glass areas spotless as well as dusting furniture in common areas.
- Accurately measured and applied chemical cleaners.
- Completed the removal of trash and recyclable materials as needed.
- Properly stocked all paper products and cleaning supplies.

Machine Operator

- Responsible for the set-up and operation of an injection molding machine during production.
- Skilled in completing the molding process, trimming excess plastic from each mold.
- Effectively watched gauges, dials, or other indicators to make sure a machine is working properly.
- Consistently met or exceeded production quotas and deadlines.
- Carefully inspected each workpiece to ensure quality control specifications were met.
- Successful in "trouble-shooting" and machine repair as needed.

Packaging

- Demonstrated ability to receiving incoming orders, locate products and package items accordingly.
- Placed completed orders on pallets for shipping.
- Knowledge of warehouse layout for easy product identification.
- Proven ability to work in a fast-paced, repetitive environment.
- Monitored inventory, alerting supervisor when additional stock was needed.
- Followed all company procedures to maintain 100% safety record while handling food products.

Employment

Machine Operator	Masterson Personnel	2010-Present
Textiles/Assembly	MinnCor Industries, Moose Lake, Minnesota	2005-2009
Machine Operator	Prototype, Plymouth, Minnesota	2003-2005
Packaging	Spherion, St. Paul, Minnesota	2002-2003

Education

- **Certificate awarded Forklift Operator**
MinnCor Industries, Moose Lake, Minnesota 2009
- **General Education Diploma Awarded**
Minnesota Department of Education, Roseville, Minnesota 2007